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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Records
Identifier:	Accession 19-198
Date:	1982-2018
Extent:	12 cu. ft. (12 record storage boxes)
Creator::	Society for the Preservation of Natural History Collections
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 19-198, Society for the Preservation of Natural History Collections, Records

Use Restriction

Restricted for 15 years, until Jan-01-2034; Transferring office; 7/11/1990 Agreement of Transfer; Contact reference staff for details.

Descriptive Entry

This accession consists of materials concerning Society for the Preservation of Natural History Collections (SPNHC) annual meetings, educational programs, publications, finances, elections, and committees. SPNHC affiliated people documented in the collection include Suzanne MacLaren, Judith Price, Lisa Palmer, Linda Hollenberg, Carolyn L. Rose, and Paisley S. Cato. Particularly well documented is the SPNHC publication, *Storage of Natural History Collections: Ideas and Practical Solutions*, 1992, which was funded by a grant from the Institute for Museum Services. Also included is the *Society for the Preservation of Natural History Newsletter* which is printed bi-annually in March and September. The *Newsletter* highlights scientific collections, the society's presidential and committees' reports, publications of interests and more. In 2014, the *Newsletter* became the *SPNHC Connection*. Also, a part of the collection is the *Collection Forum*, the official journal of SPNHC, that is published to disseminate substantive information concerning the development and preservation of natural history collections.

Materials include correspondence, meeting minutes, newsletters and other serial publications, annual meeting records, workshop records, membership lists, committee records, reports, budget records, images, drawings, grant records, author releases, leadership manuals, financial records, and other related materials documenting SPNHC activities. Some materials are in electronic format.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

- Museums -- Collection management
- Natural history -- Catalogs and collections
- Preservation of materials
- Professional associations

Types of Materials:

- Black-and-white photographs
- Color photographs
- Drawings
- Electronic images
- Electronic records
- Manuscripts
- Newsletters
- Optical disks

Names:

- Cato, Paisley S.
- Hollenberg, Linda
- MacLaren, Suzanne
- Palmer, Lisa
- Price, Judith
- Rose, Carolyn L.

Preferred Titles:

- Collection Forum (Serial)*
- SPNHC Connection (Newsletter)*
- SPNHC Newsletter*
- Storage of Natural History Collections: Ideas and Practical Solutions (Monograph : 1992)*

Container Listing

Box 1

Suzanne MacLaren Files

- Box 1 of 12 Archive Committee, 2000-2002
- Box 1 of 12 Awards Committee, 1999-2002
- Box 1 of 12 Bylaws Committee, 2000-2002
- Box 1 of 12 Conference Committee, 2000-2002
- Box 1 of 12 Conservation Committee, 2000-2002
- Box 1 of 12 Documentation Committee, 2000-2002
- Box 1 of 12 Education and Training Committee, 2000-2002
- Box 1 of 12 Election Committee, 2000-2002
- Box 1 of 12 Finance Committee, 2000-2004
- Box 1 of 12 Membership Committee, 2001-2002
- Box 1 of 12 Long Range Planning, 2000-2001
- Box 1 of 12 Glossary/Documentation, 1999-2002
- Box 1 of 12 Council and meeting documentation - "Supplies and Materials for Museum Collections"; 2000 Delegate List by Institution, 1999-2000
- Box 1 of 12 Presidential File - Emails and correspondence, a report on "Sessional Committee on Student Participation (CSP) 2001 Annual Report", 2000-2001
- Box 1 of 12 Presidential Files - Emails and correspondence, a report on "The effects of electron beam irradiation of mail by USPS on research specimens and museum collection items", 2001-2002
- Box 1 of 12 Meeting documentation - San Francisco, California and Montreal, Quebec, Canada - Minutes of the Meetings; proposed operating budgets; Delegate List 2002; Redpath Museum, McGill, Quebec, Canada; "A celebration

of the life of Carolyn L. Rose", In Memoriam (Carolyn L. Rose) Heritage Preservation Update, Fall 2002, Vol 13(2): 2 & 8; 2001-2002

- Box 1 of 12 Council meeting - Emails and correspondence; "Minutes", Lubbock, Texas, June 15, 2003; 2002-2003
- Box 1 of 12 Council meeting - Documentation for the 2003 Annual Meeting of SPNHC, June 19, 2003, Lubbock, Texas; proposed budgets; Minutes; Progress Report June 2003; 2003-2004
- Box 1 of 12 Correspondence about irradiation of mail by the United States Postal Service (USPS), 2001
- Box 1 of 12 Advance Ruling data and forms - Operation budgets, 1988-1992
- Box 1 of 12 Federal Tax information - Form 1099; Annual Statement-Nonprofit Corp.; Interest Income statements; 1992
- Box 1 of 12 Federal Tax information - Form 1099; Annual Statement-Nonprofit Corp.; Interest Income statement; 1993
- Box 1 of 12 1st and 2nd dues notices, Collection Forum and Book order forms, correspondence, 1993
- Box 1 of 12 Federal Tax information - Form 1099; Annual Statement-Nonprofit Corp.; Interest Income statement; 1994
- Box 1 of 12 Long Range Planning Committee - "Long Range Planning Committee, Nov 1994"; correspondence; 1994-1995
- Box 1 of 12 Subscription agency, 1995
- Box 1 of 12 Documentation Committee, Glossary Project, 1997 (2 folders) (includes electronic records)
- Box 1 of 12 Task Force on Emergency Response, 2000-2003
- Box 1 of 12 Annual Meeting Report, New York, New York, May 15, 2004; Delegate List; American Museum of Natural History tour tickets; Emergency Plan drafts; 2004
- Box 1 of 12 Non-Council, election and correspondence, 2003-2004
- Box 1 of 12 Council meeting - Minutes, correspondence, committee work, 2004-2005
- Box 1 of 12 Collection Forum, manuscript reviews, 2002-2004

- Box 1 of 12 Collection Forum, manuscript reviews, 2004-2005
- Judith Price Files
- Box 1 of 12 Secretary's correspondence, 2004-2005
- Box 1 of 12 Secretary's notes - Annual General Business Meeting (London, United Kingdom), 2005
- Box 1 of 12 Secretary's notes - Annual General Business Meeting (Albuquerque, New Mexico) - Election tally for March 2006; proposed budgets; 2006 Annual Meeting Report; 2006
- Box 1 of 12 Secretary's notes - Annual General Business Meeting (St. Paul, Minnesota) - SPNHC logos; drafts; proposed budgets; 2007
- Box 1 of 12 Recognition and Grants Committee - Letter nominating Lisa Palmer for the SPNHC President Award; other correspondence; 2008
- Lisa Palmer Files
- Box 1 of 12 Finance Committee Reports, 2003-2008
- Box 1 of 12 Financial Review, correspondence, miscellaneous papers, 1998
- Box 1 of 12 The Burdette Smith Group - Correspondence/emails, financial report, 1999
- Box 1 of 12 Treasurer's Reports, 1990-1999
- Box 2
- Box 2 of 12 Treasurer's Report, Operating budget (Proposed), correspondence, 1999
- Box 2 of 12 Operating budget (Proposed), Daily logs, 2000
- Box 2 of 12 Balance sheet detail, Reconciliation Detail, Profit and Loss Detail, 2001-2002
- Box 2 of 12 Balance sheet detail, Reconciliation Detail, Profit and Loss Detail, 2003
- Box 2 of 12 Treasurer's Report, Operating budget (Proposed), Balance sheet detail, Reconciliation Detail, Profit and Loss Detail, 2003-2004
- Box 2 of 12 Treasurer's Report, Balance sheet detail, Profit and Loss Detail, 2004-2005

- Box 2 of 12 Treasurer's Report, Operating budget (Proposed), Daily logs, 2005-2006
- Box 2 of 12 Treasurer's Report, Operating budget (Proposed), Profit and Loss Detail, emails, 2006-2008
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 1998
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 1999 and 1998
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2000 and 1999
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2001 and 2000
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2002 and 2001
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2003 and 2002
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2004 and 2003
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2005 and 2004
- Linda Hollenberg Files
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2006 and 2005
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2007 and 2006 [missing]
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2008 and 2007
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2009 and 2008
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2010 and 2009

- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2011 and 2010
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2012 and 2011
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2013 and 2012
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2014 and 2013
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2014 and 2013
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2015 and 2014
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2016 and 2015
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2017 and 2016
- Box 2 of 12 Accountants' Review Report and Financial Statements, December 31, 2018 and 2017
- Meeting Files
- Box 2 of 12 SPNHC - Edmonton, Alberta, Canada - Moving Collections Workshop, 1998
- Box 2 of 12 SPNHC - Washington, DC - Linda Hollenberg's documents and correspondence in the preparing for and scheduling the SPNHC meeting, 1999
- Box 2 of 12 SPNHC - Washington, DC - Registration and Call for Papers, draft schedule of events, 1999
- Box 2 of 12 SPNHC - Washington, DC - Linda Hollenberg's Recognition Certificate, "Public Access to the Museum Collection", 1999
- Box 2 of 12 SPNHC - Identifying risks to collections workshop, 2001
- Box 2 of 12 SPNHC - Miscellaneous information and correspondence, 2005

- Box 2 of 12 SPNHC - Albuquerque, New Mexico - Council Meeting - Minutes, member's contacts, email vote summer, 2005-2006
- Box 2 of 12 SPNHC - St. Paul, Minnesota - Program and Abstracts, 2007
- Box 2 of 12 SPNHC - St. Paul, Minnesota - Council Meeting - Registrants list, Annual Report, draft budgets, minutes, "Threatened Collections Toolkit", Mission Statement and goals, List of marketing plan for SPNHC publications, summary of electronic motion, 2006-2007
- Box 2 of 12 SPNHC - St. Paul, Minnesota - Sessional Committee Reports - Progress Report, 2007
- Box 2 of 12 SPNHC - St. Paul, Minnesota - Museum Construction and Renovation Workshop, 2007
- Box 2 of 12 SPNHC - St. Paul, Minnesota - "Off-site Collection Storage" Panel Discussion, 2007
- Box 2 of 12 SPNHC - St. Paul, Minnesota - Miscellaneous correspondence/emails, 2007
- Box 2 of 12 SPNHC - Oklahoma City, Oklahoma - Program and Abstracts, 2008
- Box 2 of 12 SPNHC - Oklahoma City, Oklahoma - Council Meeting - Minutes, Annual Report, Attendee List, draft budgets, ISBER Representative Report, summary of electronic motion, 2008-2009
- Box 2 of 12 SPNHC - Oklahoma City, Oklahoma - Finance committee and Leadership Manual, 2008
- Box 2 of 12 SPNHC - Oklahoma City, Oklahoma - Faber Grant Award, 2008
- Box 2 of 12 SPNHC - Oklahoma City, Oklahoma - Conservation Committee - Minutes, 2008
- Box 2 of 12 SPNHC - Oklahoma City, Oklahoma - Book entitled *A University Natural History Museum for the New Millennium*; DVD - Behind the Rain: A story of a museum, 2008 (includes electronic records)
- Box 2 of 12 SPNHC - Oklahoma City, Oklahoma - Miscellaneous correspondence/email, 2008
- Box 2 of 12 SPNHC - Leiden, The Netherlands - Program and Abstracts, 2009

- Box 2 of 12 SPNHC - Leiden, The Netherlands - Council Meeting - Annual Report, List of Attendees, draft budgets, council members signature page, summary of electronic motion, electronic voters list, 2009-2010
- Box 3
- Box 3 of 12 SPNHC - Leiden, The Netherlands - Workshop reports: 1) Developing best practices and new standards for fluid preservation, 2) [missing], 3) The ultimate label, 4) New approaches to and uses for morphological imaging/ scanning in a collections context, 2009
- Box 3 of 12 SPNHC - Leiden, The Netherlands - Miscellaneous correspondence/emails, 2009
- Box 3 of 12 SPNHC - Leiden, The Netherlands - MuseumPests.net - Correspondence, 2009
- Box 3 of 12 SPNHC - Ottawa, Ontario, Canada - Program and Abstracts, 2010
- Box 3 of 12 SPNHC - Ottawa, Ontario, Canada - Council Meeting - Annual Report, Minutes, draft budget, List of Attendees, report from IPM-WG, 25th Anniversary Song/lyrics, Council members contacts, summary of electronic motion, council members sign in sheet, 2010
- Box 3 of 12 SPNHC - Ottawa, Ontario, Canada - General Memorandum of Understanding (MOU) between the Natural Science collections alliance and SPNHC (original signatures) [from the desk of Jean-Marc Gagnon], 2010
- Box 3 of 12 SPNHC - Ottawa, Ontario, Canada - Demo camp, 2010
- Box 3 of 12 SPNHC - San Francisco, California - Program and Abstracts, 2011
- Box 3 of 12 SPNHC - San Francisco, California - Council Meeting - Annual Report, summary of electronic motion, 2010-2011
- Box 3 of 12 SPNHC - San Francisco, California - License to Translate and Publish (with original signatures), 2011
- Box 3 of 12 SPNHC - New Haven, Connecticut - Program and Abstracts, 2012
- Box 3 of 12 SPNHC - New Haven, Connecticut - Council Meeting - Minutes, Annual Report, List of Attendees and Vendors, Revision to the Society's Dues, Action Items 2011-2012, draft operating budgets, Council meeting attendance sheet with signatures, summary of electronic motion, 2011-2012

- Box 3 of 12 SPNHC - New Haven, Connecticut - Publication Committee - Annual Report, 2012
- Box 3 of 12 SPNHC - New Haven, Connecticut - Conservation Committee - Minutes, 2012
- Box 3 of 12 SPNHC - New Haven, Connecticut - print-outs of some of the posters, 2012
- Box 3 of 12 SPNHC - Rapid City, South Dakota - Program and Abstracts, 2013
- Box 3 of 12 SPNHC - Rapid City, South Dakota - Council Meeting - Annual Report, draft operating budgets, correspondence/email, Council meeting attendance sheet with signatures, summary of electronic motion 2012-2013, Council members contacts, 2013
- Box 3 of 12 SPNHC - Rapid City, South Dakota - "Implementation Plan for the 2013 Network Integrated Biocollection Alliance", 2013
- Box 3 of 12 SPNHC - Cardiff, Wales - Program and Abstracts, 2014
- Box 3 of 12 SPNHC - Cardiff, Wales - Council Meeting - Annual Report, Minutes, summary of electronic motion, 2013-2014
- Box 3 of 12 SPNHC - Gainesville, Florida - Program and Abstracts, 2015
- Box 3 of 12 SPNHC - Gainesville, Florida - Council Meeting - Annual Report, draft budgets, list of attendees, 2015
- Box 3 of 12 SPNHC - Berlin, Germany - Program and Abstracts, 2016
- Box 3 of 12 SPNHC - Berlin, Germany - Council Meeting - Annual Report, Minutes, 2016
- Box 3 of 12 SPNHC - Denver, Colorado - Program and Abstracts, 2017
- Box 3 of 12 SPNHC - Denver, Colorado - Council Meeting - Annual Report, draft budgets, Minutes, List of Attendees, "Roles of the SPNHC Members-at-Large", email from Rebecca Snyder - Follow-up SPNHC, 2017
- Box 3 of 12 SPNHC - Denver, Colorado - Affiliate Agreement between International Society for Biological and Environmental Repositories and SPNHC, 2017
- Box 3 of 12 SPNHC - Denver, Colorado - General MOU between Entomological Collections Network and SPNHC, 2017
- Box 3 of 12 SPNHC, Denver, Colorado - Miscellaneous, 2017

- Box 3 of 12 SPNHC, Dunedin, New Zealand - Program and Abstracts, 2018
- Box 3 of 12 SPNHC, Dunedin, New Zealand - Council Meeting - Minutes, Agenda, Annual Report, List of Attendees: Joint meeting with TDWG, 2018
- Lisa Palmer Files
- Box 3 of 12 Collection Forum - Advertisement approval panel, 1989-1992
- Box 3 of 12 The Getty Grant Program, Carolyn L. Rose, correspondence, 1989-1995
- Box 3 of 12 Institute of Museum Services (IMS) Grant No. IS-30021-93 - Financial Status Report, correspondence/emails, 1993-1997
- Box 3 of 12 Miscellaneous correspondence - CSC/ACCR, printing and production cost, 1997
- Box 3 of 12 Institute of Museum Services (IMS) Grant No. IS-60028-96 - Workshop registration forms, correspondence/emails, 1996-1997
- Box 3 of 12 Institute of Museum Services (IMS) Professional Services Program Grant Proposal: SPNHC Management Training Workshop, submitted April 3, 1996; 1996-1997
- Box 3 of 12 National Center for Preservation Technology and Training (NCPTT) Grant research priorities - Correspondence/emails, 1997-1998
- Box 3 of 12 NPS-National Center for Preservation Technology and Training (NCPTT) Grant no. MT-2210-8-NC-33, forms, correspondence/emails, 1998-1999
- Box 3 of 12 National Center for Preservation Technology and Training (NCPTT) Grant No. MT-2210-8-NC-033 - Signed grant agreement, correspondence/emails, reports, 1998-2000
- Box 3 of 12 National Center for Preservation Technology and Training (NCPTT): Pesticide Residues in Collections - Grant Agreement No. MT-2210-NC-14, proposal for a symposium, correspondence/emails, CCI Agreement #77372, 2000
- Box 3 of 12 Final Report for a symposium on Native American and Historical Natural History Collections contaminated with pesticide residues, submitted in the fulfillment of National Center for Preservation Technology and Training (NCPTT) Grant No. MT-2210-NC-14, 2000
- Box 3 of 12 Donations and Loans (start-up funding), various correspondence, 1998-2006

- Box 3 of 12 Faber Award, various correspondence, 1999-2001
- Box 3 of 12 Miscellaneous correspondence, 2000-2002
- Box 3 of 12 "Museum Wise" publication, estimates, correspondence/emails, 2003
- Box 3 of 12 Transportation of Dangerous Goods - Correspondence, 2005
- Box 3 of 12 Miscellaneous Publications, brochures, logos, with drafts - Correspondence, 2008-2010

Box 4

- Box 4 of 12 Website Redesign, 2009
- Box 4 of 12 Carolyn Rose Memorial; Museum Studies, Perspective, and Innovations Publication - correspondence and emails, 2003-2006
- Box 4 of 12 Sessional Committee on Publicity and Outreach, 2003-2007
- Box 4 of 12 SPNHC Correspondence - 1999 Annual Meeting, Washington, DC, 1999
- Box 4 of 12 Business Meeting Minutes and Committee Chairs, 2000-2005
- Box 4 of 12 Membership Committee Meeting - Membership General, 2002
- Box 4 of 12 Membership Committee Meeting - Minutes and Reports, 2002, 2008, 2010-2011
- Box 4 of 12 Emails regarding Newsletter and Bank Selection, 2007
- Box 4 of 12 Correspondence about book translation, 2001
- Box 4 of 12 SPNHC Official Election Ballot, 2008
- Box 4 of 12 SPNHC Official Election Ballot, 2009
- Box 4 of 12 SPNHC Official Election Ballot, 2010
- Box 4 of 12 SPNHC Official Election Ballot, 2011

Miscellaneous Files [Individuals responsible listed in brackets]

- Box 4 of 12 Education and Training Committee, 2001 [Lori Benson Files]
- Box 4 of 12 License to translate and publish agreement between SPNHC and the Foundation of the American Institute for Conservation of Historic and Artistic Works (AIC), 2011 [Jena-Marc Gagnon file]
- Box 4 of 12 SPNHC Recognition and Grants - Rose Award - Stephen L. Williams, 2008 [Catharine Hawks files]
- Box 4 of 12 SPNHC Selected correspondence, Election information, Conference Committee, 2006-2009 [Richard Rabeler files]
- Box 4 of 12 SPNHC Pinnacle (Allen Press), Bright Copy (Allen Press) contracts and cross Ref. contracts 2012, 2016 [Susan Butts files]
- Box 4 of 12 SPNHC Certificates of Registration (of copyright) for Storage of Natural History Collections (both volumes), Collection Forum 2012, 2011 [Susan Butts files]
- Box 4 of 12 SPNHC Certificates of Registration: Health and safety for museum professionals (2011); Author/Editor and Editor's consent to publish agreements, 2004-2005; 2011 [Susan Butts files]
- Box 4 of 12 SPNHC Requests to use SPNHC materials 1993-1997, Collection Forum - Statements of voluntary payment of publication charges; copyright transfers, 2006 [Susan Butts files]
- Box 4 of 12 SPNHC Authors transfers of copyright and page charges forms, Collection Forum (vol. 10-14 condensed files), 1993-2000 [Susan Butts files]
- SPNHC Newsletter/Connection*
- Box 4 of 12 *SPNHC Newsletter*, Volume 19 (1 and 2), 2005
- Box 4 of 12 *SPNHC Newsletter*, Volume 20 (1 and 2), 2006
- Box 4 of 12 *SPNHC Newsletter*, Volume 21 (1 and 2), 2007
- Box 4 of 12 *SPNHC Newsletter*, Volume 22 (1 and 2), 2008
- Box 4 of 12 *SPNHC Newsletter*, Volume 23 (1 and 2), 2009
- Box 4 of 12 *SPNHC Newsletter*, Volume 24 (1 and 2), 2010
- Box 4 of 12 *SPNHC Newsletter*, Volume 25 (1 and 2), 2011

Box 4 of 12	<i>SPNHC Newsletter</i> , Volume 26 (1 and 2), 2012
Box 4 of 12	<i>SPNHC Newsletter</i> , Volume 27 (1 and 2), 2013
Box 4 of 12	<i>SPNHC Connection</i> , Volume 28 (1 and 2) [number 1 published in April], 2014
Box 4 of 12	<i>SPNHC Connection</i> , Volume 29 (1 and 2), 2015
Box 4 of 12	<i>SPNHC Connection</i> , Volume 30 (1 and 2), 2016
Box 4 of 12	<i>SPNHC Connection</i> , Volume 31 (1 and 2), 2017
Box 4 of 12	<i>SPNHC Connection</i> , Volume 32 (1 and 2), 2018
Box 4 of 12	SPNHC Leaflets 1-7: No. 1 - Anoxic Microenvironments; (no. 2 missing); No. 3 - Guide to the identification of common clear plastic films; No. 4 - Comparison of temperature and relative humidity data-loggers for museum monitoring; No. 5 - Distinguishing between ethanol and isopropanol in natural history collections; No. 6 - The restoration of a human skeleton; No. 7 - An alternative to gelatin capsules in natural history collections; 1996-2016
Box 4 of 12	SPNHC Strategic Plan, 2013
Box 4 of 12	Award - Bronze wall plaque - "In 2001, SPNHC was a recipient of the Award for Outstanding Commitment to the Preservation and Care of Collections from AIC and Heritage Preservation" (Collection Forum 19:1-2, page 12), 2001
	<i>SPNHC Collection Forum</i>
Box 4 of 12	<i>Collection Forum 2</i> (1), 1986
Box 4 of 12	<i>Collection Forum 22</i> (1-2), 2007
Box 4 of 12	<i>Collection Forum 23</i> (1-2), 2009
Box 4 of 12	<i>Collection Forum 24</i> (1-2), 2010
Box 4 of 12	<i>Collection Forum 25</i> (1-2), 2011
Box 4 of 12	<i>Collection Forum 26</i> (1-2), 2012
Box 4 of 12	<i>Collection Forum 27</i> (1-2), 2013

Box 4 of 12 *Collection Forum 28 (1-2), 2014*

Box 5

Box 5 of 12 *Collection Forum 29, 2015*

Box 5 of 12 *Collection Forum 30, 2016*

SPNHC Collection Forum - Miscellaneous Files

Box 5 of 12 *Collection Forum 15 - Copyright transfers, corrected galleys, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2000*

Box 5 of 12 *Collection Forum 16 - Copyright transfers, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2001*

Box 5 of 12 *Collection Forum 17 - Copyright transfers, corrected galleys/proofs, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2002*

Box 5 of 12 *Collection Forum 19 - Copyright transfers, corrected galleys/proofs, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2004*

Box 5 of 12 *Collection Forum 20 - Copyright transfers, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2005*

Box 5 of 12 *Collection Forum 22 - Copyright transfers, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2007*

Box 5 of 12 *Collection Forum 24 - Copyright transfers, Statement of voluntary page of publication charges, correspondence/emails, 2010*

Box 5 of 12 *Collection Forum 26 - Copyright transfers, Statement of voluntary page of publication charges, correspondence/emails, corrected galleys/proofs, 2012*

Box 5 of 12 *Collection Forum 27 - Copyright transfers, corrected galleys/proofs, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2013*

Box 5 of 12 *Collection Forum 28 - Copyright transfers, corrected galleys/proofs, Statement of voluntary page of publication charges, order forms for reprints, correspondence/emails, 2014*

General Files

- Box 5 of 12 SPNHC Letterhead, 2001
- Box 5 of 12 SPNHC Publications - General - Correspondence/emails, 2000
- Box 5 of 12 SPNHC Books - National Center for Preservation Technology and Training (NCPTT) proposal, 1997
- Box 5 of 12 "Managing the Modern Herbarium" - Education and training Committee workshop given in June 5-6, 1995, correspondence/emails on publishing, 1999
- Box 5 of 12 "Managing the Modern Herbarium" - Flyer, production schedule, acceptance form, permission to publish previously copyrighted material, 1999
- Box 5 of 12 "Managing the Modern Herbarium" - Correspondence/emails, 2000
- Box 5 of 12 "Managing the Modern Herbarium" - Chinese translation, 2001
- Box 5 of 12 SPNHC Book translations to Spanish - Correspondence/emails, 2000
- Box 5 of 12 SPNHC Book translations to Chinese - Correspondence/emails, 2001
- Box 5 of 12 SPNHC Manuscript entitled "Anoxic pest control of herbarium and insect collections" removed from publishing as author; Jan-Erik Bergh could not be contacted, 2005
- Box 5 of 12 Copyright Clearance Center - Rights holder Authorizations Agreements, 2012
- Box 5 of 12 SPNHC "Health and Safety for Museum Professionals", 2010 - Errata for Table 9, Pesticides pp. 311-326, 2013
- Box 5 of 12 Bob Fisher's files (Archivist) - Annual reports, correspondence/emails, draft of SPNHC Leadership Manual, 1993-1999 Accession reports, 1997-1999
- Box 5 of 12 Bob Fisher's files (Archivist) - 2000-2006 Accession reports, Annual reports, correspondence/emails, 2000-2007
- Box 5 of 12 *Paisley S. Cato Files*
- Box 5 of 12 SPNHC - Various correspondence and reports pertaining to the activity of SPNHC, 1986-1989

Box 5 of 12 SPNHC - Conducting a research project on professionals in direct care of natural history collections survey - List of people and correspondence, 1989

Box 5 of 12 SPNHC - Collection management survey, 1990

Box 5 of 12 SPNHC - Collection management survey - Results, reprint Cato, 1991

Box 6

Box 6 of 12 SPNHC - Collection management survey - Description of respondents, 1990

Box 6 of 12 SPNHC - Collection management survey - Description of institutions and collections, 1990

Box 6 of 12 SPNHC - Collection management survey - Tasks only, 1990

Box 6 of 12 SPNHC - Collection management survey - Collection manager's percent of time at tasks by: Budget, kinds, disciplines, 1990

Box 6 of 12 SPNHC - Collection management survey various documents, 1989-1992

Box 6 of 12 SPNHC - Various correspondence and reports pertaining to the activity of SPNHC, 1990-1994

Box 6 of 12 SPNHC - Various correspondence and documents, 1982-1992

Miscellaneous Files [Individuals responsible listed in brackets]

Box 6 of 12 SPNHC - Montreal, Quebec, Canada - Program and Abstracts, 1987 [Paisley S. Cato files]

Box 6 of 12 SPNHC - Montreal, Quebec, Canada - Correspondence, 1987 [Paisley S. Cato files]

Box 6 of 12 SPNHC - Pittsburgh, Pennsylvania - Program and Abstracts, 1988 [Paisley S. Cato files]

Box 6 of 12 SPNHC - Pittsburgh, Pennsylvania - Council Meeting - Minutes, reports, agendas, membership committee report, conference committee report, nominating committee report, Bylaws committee report, publication committee reports, publicity and liaison committee reports, conservation committee report, and other committee reports, 1988 [Paisley S. Cato files]

Box 6 of 12 SPNHC - Pittsburgh, Pennsylvania - Correspondence/miscellaneous documents, 1988 [Paisley S. Cato files]

- Box 6 of 12 SPNHC - Pittsburgh, Pennsylvania - Various committee reports, correspondence, "instructions for SPNHC supplies and equipment questionnaire", 1988 [Carolyn L. Rose files]
- Box 6 of 12 SPNHC - Alberta, Canada - Program and Abstracts, 1989 [Paisley S. Cato files]
- Box 6 of 12 SPNHC - Alberta, Canada - Council Meeting - Report of Committees, meeting agenda and minutes, draft budget, annual reports, 1989 [Paisley S. Cato files]
- Box 6 of 12 SPNHC - Alberta, Canada - Correspondence, candidates for the position of Members-At-Large, 1989 [Carolyn L. Rose files]
- Box 6 of 12 SPNHC - Chicago, Illinois - Program and Abstracts, 1990 [Paisley S. Cato files]
- Box 6 of 12 SPNHC - Chicago, Illinois - Council Meeting - Report of Committees, structure of SPNHC members, meeting agenda, Faber Award criteria, workshop listings, logos, publication committee report, other committee reports, draft budget, 1990 [Paisley S. Cato files]
- Box 6 of 12 SPNHC - Chicago, Illinois - Election letter, list of candidates, results of ballots, resources questionnaire, preliminary list of research projects, various committee reports, 1990 [Carolyn L. Rose files]
- Box 6 of 12 SPNHC - Ottawa, Ontario, Canada - Program and Abstracts, 1991 [Paisley S. Cato files]
- Box 6 of 12 SPNHC - Ottawa, Ontario, Canada - Council Meeting - Meeting agenda, proposal for special publication - "Handbook on the storage of natural history collections", Annual report, 1991 [Paisley S. Cato files]
- Box 6 of 12 SPNHC - Ottawa, Ontario, Canada - Proposal for Special Publication (Storage Handbook), "Documents of the Society for the preservation of natural history collections", Advertising policies and procedures, general correspondence, 1991 [Carolyn L. Rose files]
- Box 6 of 12 SPNHC - Lincoln, Nebraska - Program and Abstracts, 1992 [Paisley S. Cato files]
- Box 6 of 12 SPNHC - Lincoln, Nebraska - Council Meeting - Annual report, meeting agenda, Committee for awards report, membership committee report, publication committee reports, "Resolutions from the International Symposium and World Congress on the preservation and conservation of natural history collections" date May 15, 1992; 1992 [Paisley S. Cato files]

- Box 6 of 12 SPNHC - Lincoln, Nebraska - Minutes of the Council meetings, report to the American Institute for Conservation (AIC), dated June 1992, Annual report, 1992 [Carolyn L. Rose files]
- Box 6 of 12 Madrid, Spain - International Symposium and World Congress on the preservation and conservation of natural history collections - Program and Abstracts, 1992 [Paisley S. Cato files]
- Box 6 of 12 SPNHC - Victoria, British Columbia, Canada - Program and Abstracts, 1993 [Paisley S. Cato files]
- Box 6 of 12 SPNHC - Victoria, British Columbia, Canada - Council Meeting - Editorial policies and procedures (draft), meeting agenda, Annual report, Publication committee report, 1993 [Paisley S. Cato files]
- Box 6 of 12 SPNHC - Victoria, British Columbia, Canada - Black and white photo (8" x 10") of the participants, 1993 [Paisley S. Cato files]
- Box 6 of 12 SPNHC - Victoria, British Columbia, Canada - Program schedule, workshops, miscellaneous documents, 1993 [Carolyn L. Rose files]
- Box 6 of 12 SPNHC - St. Louis, Missouri, a joint meeting with Association of Systematics Collections (ASC) - Program and Abstracts, 1994 [Paisley S. Cato files]
- Box 6 of 12 SPNHC - St. Louis, Missouri - Council Meeting - Meeting agendas, Annual report, Conservation Committee Report, Publication Committee report, Education and training committee report, Guidelines for the care of natural history collection (working document), Association of Systematics Collections Steering Committee report, correspondence, 1994 [Paisley S. Cato files]
- Box 6 of 12 SPNHC - Annual Meeting planning guide, 1994 [Carolyn L. Rose files]
- Box 6 of 12 SPNHC - St. Louis, Missouri, a joint meeting with Association of Systematics Collections (ASC) - Pre-meeting correspondence with ASC and others, notes, draft programs, Minutes of the Annual General Business Meeting, participant lists, 1994 (Folder 1 of 3) [Carolyn L. Rose files]
- Box 6 of 12 SPNHC - St. Louis, Missouri, a joint meeting with Association of Systematics Collections (ASC) - Correspondence, guidelines for the care of natural history collections: working document, draft ASC guidelines for personal ethics statements in natural history institutions, reports, and other documentation, 1994 (Folder 2 of 3) (includes electronic records) [Carolyn L. Rose files]

Box 7

- Box 7 of 12 SPNHC - St. Louis, Missouri, a joint meeting with Association of Systematics Collections (ASC) - Pre-meeting preparations correspondence, 1994 (Folder 3 of 3) [Carolyn L. Rose files]
- Box 7 of 12 SPNHC - Toronto, Ontario, Canada - Program and Abstracts, 1995 [Paisley S. Cato files]
- Box 7 of 12 SPNHC - Toronto, Ontario, Canada - Council Meeting - Annual Report, workshop, meeting agendas, SPNHC Leaflet project proposal, workshop itinerary, correspondence/emails, 1995 [Paisley S. Cato files]
- Box 7 of 12 SPNHC - Education and training - Correspondence, 1992 [Paisley S. Cato files]
- Box 7 of 12 Lincoln, Nebraska - Association of Systematics Collections (ASC) workshop on collection management and preservation, reprint Cato and Williams, 1993 [Paisley S. Cato files]
- Box 7 of 12 SPNHC - Editorial Guidelines drafts and correspondence, 1993 [Paisley S. Cato files]
- Box 7 of 12 SPNHC - Editorial Guidelines and correspondence, 1994 [Paisley S. Cato files]
- Box 7 of 12 Paisley S. Cato CV and talk [Paisley S. Cato files]
- Carolyn L. Rose Files
- Box 7 of 12 SPNHC - Institute for Museum Studies (IMS) proposal for book entitled "Storage of Natural History collections", 1991
- Box 7 of 12 SPNHC - Institute for Museum Studies (IMS) proposal for book entitled "Storage of Natural History collections" - Abstract, correspondence/emails and other documents, 1991
- Box 7 of 12 SPNHC - Institute for Museum Studies (IMS) grant expenses, 1991
- Box 7 of 12 SPNHC - Institute for Museum Studies (IMS) - Contract, addendum to agreements, and other correspondence, 1991-1992
- Box 7 of 12 SPNHC - Workbook for the storage of Natural History Collections - Project proposal dated April 5, 1991
- Box 7 of 12 SPNHC - Storage of Natural History Collections: Basic concepts - Project proposal dated March 12, 1993

- Box 7 of 12 ISBN Log book - Library of Congress Cataloging-in-publication data and other correspondence, 1995
- Box 7 of 12 In Plain English - Editorial service - Contracts, correspondence, 1996
- Box 7 of 12 Janet Waddington - Memo, 1994
- Box 7 of 12 York Graphics (York, Pennsylvania) - Correspondence, 1995
- Box 7 of 12 General expenses, 1993-1995
- Box 7 of 12 Various contacts for editorial/book production, 1992-1996
- Box 7 of 12 SPNHC - Editor's list of giveaways for "Storage of Natural History Collections: A preventive conversation approach", 1996
- Box 7 of 12 Archive Symposium, Association of Canadian Archivists: Various papers and correspondence, "Technical Leaflet" newsletters, 1993
- Box 7 of 12 Workshop - "Managing the modern herbarium" dated June 5-6, 1995, and other information
- Box 7 of 12 Institute for Museum Studies (IMS) management workshop, 1996
- Box 7 of 12 SPNHC - Exhibition Workshop - Various papers, correspondence, 1991 (3 folders)
- Box 7 of 12 World Congress on Preservation and Conservation of Natural History Collections - Various papers and correspondence and photographic talk slides, 1992-1995
- Box 7 of 12 Madrid Speakers Book Design - International Symposium and World Congress Preliminary Program, press release, printing instructions, proofs, general correspondence, 1992
- Box 7 of 12 Madrid Speakers Book Design - Preliminary proposal, draft budgets, various contracts, general correspondence, 1992
- Box 8
- Box 8 of 12 Bay Foundation - Grant for the Madrid Symposium - Contracts, correspondence 1992
- Box 8 of 12 2nd World Congress on the Preservation and Conservation of Natural History Collections - Various papers and correspondence, 1996

- Box 8 of 12 National Center for Preservation Technology and Training (NCPTT) - Various correspondence, 1997
- Box 8 of 12 SPNHC - General correspondence, 1986 Membership Directory, Program for the 1986 Meeting in Washington DC, By-Laws, List of Registrants - Washington DC 1986, various minutes of committees, 1985-1987
- Box 8 of 12 SPNHC - General correspondence, logo drafts, proposed by-laws, membership lists, various committee reports, 1985-1987
- Box 8 of 12 SPNHC - General correspondence, 1995
- Box 8 of 12 SPNHC - General correspondence, 1997
- Box 8 of 12 SPNHC - Logos, drafts, correspondence, 1990
- Box 8 of 12 Association of Systematics Collections (ASC)/SPNHC joint logos, 1993
- Box 8 of 12 SPNHC - Elections, 1994
- Box 8 of 12 SPNHC - Procedure Manual, draft, 1994
- Box 8 of 12 SPNHC - Letterhead, 1994
- Box 8 of 12 National Institute for the Conservation of Cultural Property (NIC) - Letterhead and envelope, 1994
- Box 8 of 12 Natural History Collection list-serv - Correspondence, 1999
- Box 8 of 12 SPNHC webpage - Correspondence, 1997
- Box 8 of 12 SPNHC - SPNHCBOOK Note Log - Smithsonian Institution email from book editing to collections from various people, 1997
- Box 8 of 12 SPNHC - Working draft of the "Storage of Natural History collections: Ideas and Practical Solutions" (referred to as the "Storage Handbook"), 1992 (2 folders)
- Box 8 of 12 SPNHC - Galleys of "Storage of Natural History collections: Ideas and Practical Solutions", 1992
- Box 8 of 12 SPNHC - Storage Handbook Authors - General, 1992

The following folders contain comments, images, etc., from the various authors of the Storage Handbook. Some folders contain black and white photos and original drawings.

Box 8 of 12	Alsford; Bedford
Box 8 of 12	Barkey (storage of tanned skins)
Box 8 of 12	Bolick (herbarium boxes)
Box 8 of 12	Brown, G. (arrow storage trays)
Box 8 of 12	Brown, G. (conical basket storage)
Box 8 of 12	Brown, G. (large flat textiles)
Box 8 of 12	Brown, G. (rolling textiles)
Box 8 of 12	Brunn (lightweight sub-dividers for cabinets)
Box 8 of 12	Burns and Ballantyre
Box 8 of 12	Campbell (fragile)
Box 8 of 12	Campbell (oversize)
Box 8 of 12	Campbell (padded hangers)
Box 8 of 12	Campbell (Chinese shadow figures)
Box 8 of 12	Campbell (skeletal)
Box 8 of 12	Cato (small frozen)
Box 8 of 12	Chaney (fragile)
Box 8 of 12	Davis (padding tube)
Box 8 of 12	Dicus (flat tapa)
Box 8 of 12	Dicus (rolled tapa)
Box 8 of 12	Diesen, C. O. (controlled microenvironment)

Box 8 of 12	Carroll
Box 8 of 12	Clark, Paul
Box 8 of 12	Confer (construction of boxes)
Box 8 of 12	CCAHA (glass plate negatives)
Box 8 of 12	Cosgrove, J. A.
Box 8 of 12	Cumberland, D.
Box 8 of 12	Davis, Dense
Box 8 of 12	Davis (internal support)
Box 8 of 12	Davis (small)
Box 8 of 12	Davis (tray/box)
Box 8 of 12	Faller; Fenner
Box 8 of 12	Fikioris (curtains)
Box 8 of 12	Fikioris (padded liners)
Box 8 of 12	Fitzgerald (card vials)
Box 8 of 12	Fitzgerald (drawer liners)
Box 8 of 12	Fitzgerald (large fossils)
Box 8 of 12	Fuller (bird nests)
Box 8 of 12	Fuller (bird skins)
Box 8 of 12	Fuller (demounts with wires #1)
Box 8 of 12	Fuller (demounts with wires #2)
Box 8 of 12	Fuller (hoops/bag cover)
Box 8 of 12	Fuller (jarred collections)

Box 8 of 12 Fuller (large mammals)

Box 8 of 12 Fuller (Odoriferous fish)

Box 8 of 12 Fuller (small tax demounts, no wires)

Box 8 of 12 Fuller (transit box)

Box 8 of 12 Fuller/Elswick (vertebrate teeth)

Box 8 of 12 Garback (mollusks)

Box 8 of 12 Gardner (pallets on rollers)

Box 8 of 12 Garrett (storage of flat avian skins)

Box 8 of 12 Gisbert (storage for fluid collections)

Box 8 of 12 Gisbert (Tyvek labels)

Box 8 of 12 Golden (color-coded specimen storage bags)

Box 8 of 12 Golden (storage for SEM coated specimens)

Box 8 of 12 Goodway

Box 8 of 12 Bell, Graham (racks)

Box 8 of 12 Grattan (storage of fragile specimens)

Box 8 of 12 Greene (boxes for cartonnage)

Box 9

Box 9 of 12 Green (feathered basket/caps)

Box 9 of 12 Greene (textile folders)

Box 9 of 12 Greene (wide brimmed basketry hats)

Box 9 of 12 Grotke

Box 9 of 12	Guynes Steel shelves
Box 9 of 12	Hawks Labels
Box 9 of 12	Hawks skulls
Box 9 of 12	Harris (emergency carts)
Box 9 of 12	Hee (fiber skirts)
Box 9 of 12	Hochberg (dots)
Box 9 of 12	Hochberg (drawers)
Box 9 of 12	Hochberg (labels)
Box 9 of 12	Iona (cradleboard)
Box 9 of 12	Jensen (boxes)
Box 9 of 12	Kishinami (eggs)
Box 9 of 12	Kishinami (label storage paper)
Box 9 of 12	Lohrer (labels)
Box 9 of 12	Maekawa (sealed display case)
Box 9 of 12	Lyons, Wayne
Box 9 of 12	McConachie (freezer)
Box 9 of 12	Northeast Document Conservation Center (NEDCC) (Encapsulation)
Box 9 of 12	NEDCC (Book Jacket)
Box 9 of 12	NEDCC (Box)
Box 9 of 12	Nishimura
Box 9 of 12	Odegaard (baskets)
Box 9 of 12	Odegaard (form rings)

Box 9 of 12	Ordonez, M. (Archaeo. Textile Fragments)
Box 9 of 12	Phih, Ch. (Plastic Storage Drawers)
Box 9 of 12	Potter (Cradles for whale skulls)
Box 9 of 12	Rankin (Plant specimens)
Box 9 of 12	Raphael (Silica gel)
Box 9 of 12	Raphael and Cumberland (Gaskets)
Box 9 of 12	Rattcliffe and Messenger (Pinned insect collections)
Box 9 of 12	Schlichting (plastic boxes)
Box 9 of 12	Simione (living cells)
Box 9 of 12	Simmons (vial supports)
Box 9 of 12	Smith (hinges)
Box 9 of 12	Storch, P. (objects with shafts)
Box 9 of 12	Sullivan (clamshell)
Box 9 of 12	Sullivan (cradle mount)
Box 9 of 12	Sullivan (headdress)
Box 9 of 12	Suzumoto, Arnold (fluid preserved specimens)
Box 9 of 12	Thomas, Linda (small taxidermy)
Box 9 of 12	Varineau (Arrows)
Box 9 of 12	Waddington, Janet
Box 9 of 12	Wagner, Sarah (Storage of large paper objects)
Box 9 of 12	Wagner, Sarah (storage of negatives)

Box 9 of 12	Waller, Robert (foam inserts for mineral specimen storage)
Box 9 of 12	Waters, Michael (boxes)
Box 9 of 12	Wheeler, Quentin (Watron trays)
Box 9 of 12	Williams, Stephen (heat panels)
Box 9 of 12	Williams, Stephen (metal frames for cases)
Box 9 of 12	Wolf, Sara (dust covers)
Box 9 of 12	Wolf, Sara (Hanging storage)
Box 9 of 12	Yang, C. M. (Bird/mammals - tropical)
Box 9 of 12	SPNHC - Idea Book - Contract for IMS Grant No. IS-10025-91 - Invoices, addendums to the agreement, correspondence, 1991
Box 9 of 12	SPNHC - IMS Grant (IS-10025-91) match - Correspondence, accounting sheets, 1991
Box 9 of 12	SPNHC - Storage book funding - Correspondence, 1991
Box 9 of 12	SPNHC - Special Publication "Storage of Natural History Collections: Basic Concepts" - IMS Grant no. IMS-IS-30021-93 - Guidelines for submission, draft of final report, budgets and financial details, 1993
Box 9 of 12	SPNHC Publication, Exhibits, Storage - Correspondence, 1989
Box 9 of 12	SPNHC - Workbook for the storage of natural history collections - Correspondence, relevant literature, notes, etc., 1991
Box 9 of 12	SPNHC - Workbook for the storage of natural history collections - Topics, correspondence, relevant literature, and notes, 1991
Box 9 of 12	SPNHC - IMS Grant - Final report and congratulation letters on the "Storage of Natural History Collections: ideas and practical solutions", 1993-1994
Box 9 of 12	SPNHC - Toronto, Ontario, Canada - Various reports, registration and call for papers, correspondence, and notes, 1995
Box 9 of 12	SPNHC - Philadelphia, Pennsylvania - List of delegates, registration and call for papers, correspondence, and annual reports, 1996

- Box 9 of 12 SPNHC/National Center for Preservation Technology and Training (NCPTT)
Grant proposal - Correspondence and proposal [?], 1997
- Box 9 of 12 SPNHC - Madison, Wisconsin - Correspondence, meeting agendas, Semi-
Annual Report 1996/1997, Information packet from the Canadian Museum
of Nature for the general meeting, SPNHC Annual Plan 1996-1997, minutes,
budgets, list of attendees, Program and Abstracts, 1997
- Box 9 of 12 SPNHC - Edmonton, Alberta, Canada - Directory of Delegates, SPNHC 1998
Evaluation form, documents for the annual meeting, minutes, documents for
the 1997 Annual meeting (annotated), notes, Program and Abstracts, 1998
- Box 9 of 12 SPNHC - Edmonton, Alberta, Canada - Management workshop -
Participants, documents, and correspondence, 1998
- Box 9 of 12 SPNHC - National Center for Preservation Technology and Training (NCPTT)
Grant - Correspondence, 1999
- Box 9 of 12 SPNHC - Executive committee - Correspondence, minutes to various
meetings, Annual Plan 1997-1998, list of candidates and official ballot 1998,
1997-1998
- Box 10
- Box 10 of 12 SPNHC - Correspondence about a workshop for 1999 (Washington, DC) and
2000 (Halifax, Canada), 1998
- Box 10 of 12 SPNHC - Halifax, Nova Scotia, Canada - Correspondence about SPNHC
publications and other topics, Delegate List, report of National Center
for Preservation Technology and Training (NCPTT) Pesticide Residues
Symposium report, Annual Meeting Report, 2000
- Box 10 of 12 SPNHC - Halifax, Nova Scotia, Canada - 8" x 10", color, group photo of
meeting attendees, 2000
- Box 10 of 12 SPNHC - Halifax, Nova Scotia, Canada - Leadership Manual, prepared for
Council 2000, by the Bylaws Committee, 2000
- Box 10 of 12 SPNHC - Long-Range Planning - "Five year plan - to the year 2000",
Members-at-large working group-notes from the meeting, correspondence,
and other documentation, 2000
- Box 10 of 12 SPNHC - San Francisco, California - Meeting minutes, NMNH Collections: A
vision (Smithsonian Institution), Program and Abstracts, Registration and call
for papers booklet, Annual Meeting report, minutes of the meetings, notes,
and participant list, 2001

- Box 10 of 12 SPNHC - Washington, DC - List of Delegates, Registration and Call for papers packet, Information packet from the Canadian Museum of Nature History, 1999, correspondence/email, event budget, Museum Support Center tours schedules, Annual Meeting report, 1999
- Box 10 of 12 SPNHC - Washington, DC - Program and Abstracts, 1999
- Box 10 of 12 SPNHC - Washington, DC - correspondence on the International Wildlife Law Conference, Local Organizing Committee (LOC) Cumulative meeting notes, dates August 21, 1998 and September 25, 1998, LOC timesheets, LOC Committees, event budgets, notes on workshops, and other documentation in the preparation of the meeting, 1999
- Box 10 of 12 SPNHC - Correspondence on Long-range planning, leadership manual, Council meeting minutes from Halifax, Canada 2000, Annual Plan (1997-1998), Draft of financial policies May 2000, SPNHC and NCPTT Past research summary, Delegates list by institution, 2000
- Box 10 of 12 SPNHC - Partnerships - Various notes, 2000
- Box 10 of 12 SPNHC - Report to the AIC Advisory Council, September 1997
- Box 10 of 12 SPNHC - Annual Reports from meetings, 1994-1996
- Box 10 of 12 SPNHC - Joint awards correspondence, 1998
- Box 10 of 12 American Institute for Conservation of Historic and Artistic Works (AIC) - Council meeting notes, reports, 1990-1992
- Box 10 of 12 Association of Systematics Collections (ASC) - Budgets and correspondence, 1994
- Box 10 of 12 SPNHC - Vendors - Correspondence, 1994
- Box 10 of 12 SPNHC Workshops, 1994
- Box 10 of 12 SPNHC - Bylaws - Documents of the Society for the Preservation of Natural History Collections 1991 (annotated), Reservation of Natural History Collections Bylaws, revised and approved May 13, 1994, correspondence, and notes, 1994
- Box 10 of 12 SPNHC - Bylaw Committee - Correspondence, notes, "procedural descriptor election 1988", 1994-1996 (includes electronic records)
- Box 10 of 12 SPNHC Council and Committee Manual, 1998-1999

- Box 10 of 12 SPNHC Research Subcommittee - Various correspondence, 1989
- Box 10 of 12 SPNHC Conservation Committee - "A preliminary list of conservation resources for the care of natural history collections" of various dates: 1987, May 1987, an annotated draft, and other documentation, 1987
- Box 10 of 12 SPNHC Resource Committee - Correspondence and loan agreement, 1990-1992
- The following folders contain contracts, agreements, amendments, correspondence and other documentation relevant for the production of the Storage Concept Publication under the IMS Project Grant No. IS-30021-93.
- Box 10 of 12 1994 - Anna J. Norville, Assistant Editor
- Box 10 of 12 1995 - Jennifer Tung, Assistant Editor
- Box 10 of 12 1996 - John E. Simmons, Editor (includes electronic records)
- Box 10 of 12 1994 - SPNHC Publication Committee
- Box 10 of 12 1993 - Stephen Williams, Principal Investigator (PI)
- Box 10 of 12 1994 - Carolyn L. Rose, Editor
- Box 10 of 12 1995 - Hugh Genoways
- Box 10 of 12 1994 - Catherine Hawks, Co-Editor
- Box 10 of 12 1993 - Suzanne McLaren, Finance
- Box 10 of 12 1993 - Standards - form masters
- Box 10 of 12 1993 - Copy editor
- Box 10 of 12 1993 - Bibliography and Table of Contents
- Box 10 of 12 1992 - Glossary
- Box 10 of 12 1992 - Pro-cite bibliography
- Box 10 of 12 1993 - Errata for Storage Book
- Box 10 of 12 1994 - Listserv

Box 10 of 12 1994 - Abstracts

Box 10 of 12 1996 - Reviews

Box 10 of 12 1993 - Storage of natural history collections: basic concepts - proposal dated
12 March 1993

Box 10 of 12 1992 - Laura Esner

Box 10 of 12 Miscellaneous book records, correspondence, order forms

Box 11

Box 11 of 12 Newspaper article "Culture on the Mend: preservation supporters, holding it
all together" by Sarah Booth Conroy - Washington Chronicles F1 and F2 Col.
2

Box 11 of 12 SPNHC - "Permission to use information contained in a previous
publications", various correspondence, 1994

Box 11 of 12 Karen Ackoff - Examples of page layouts for the book "Storage of Natural
History Collections", 1993

Box 11 of 12 York Graphic Services, Inc. - Printing costs and correspondence pertaining to
"The Storage of Natural History Collections: Ideas and Practical Solutions",
1992

Box 11 of 12 Reprinting "The Storage of Natural History Collections: Ideas and Practical
Solutions" - Correspondence and Invitation to Bid, 1992

Box 11 of 12 "The Storage of Natural History Collections: Ideas and Practical Solutions" -
French translation agreement and correspondence 1993

Box 11 of 12 "The Storage of Natural History Collections: Ideas and Practical Solutions" -
Spanish translation agreement and correspondence, 1994

Box 11 of 12 SPNHC - Drumheller, Canada - Symposium on the storage of natural history
collections - Abstracts and correspondence, 1989

Box 11 of 12 General correspondence on the book "The Storage of Natural History
Collections: Ideas and Practical Solutions", 1999

Box 11 of 12 Workbook, meeting with Paisley Cato - Index words, bibliography
(with annotations) on the "Workbook on the Storage of Natural History
Collections", 1992

- Box 11 of 12 Workbook on the Storage of Natural History Collections - Review comments, 1991
- Box 11 of 12 Various correspondence - Requesting the borrow of original artwork or photos for the translated version of "The Storage of Natural History Collections", corrections, and other documents, 1993
- Box 11 of 12 Work schedule for the production of the second edition of "The Storage of Natural History Collections"
- Box 11 of 12 Mibach, Lisa - Table of Contents for " The Storage of Natural History Collections: Ideas and Practical Solutions" and some consideration when choosing a mobile storage unit, 1992
- Box 11 of 12 Paisley Cato correspondence, 1994
- Box 11 of 12 Photographic film (8" x 10") - Page 298 of the glossary - "Conversion Table"
- Box 11 of 12 SPNHC - General correspondence, 1997
- Box 11 of 12 SPNHC - Conservation Committee - Correspondence, 1997
- Box 11 of 12 SPNHC - Awards Committee, 1994-1996
- Box 11 of 12 SPNHC - Concerning "assessment of fossil management on Federal and Indian Lands - Baucus Bill, updates and correspondence, 1993
- Box 11 of 12 SPNHC Canadian Corporation - Information packets and various years, 1994
- Box 11 of 12 SPNHC Archive committee - Correspondence, 1994-1996
- Box 11 of 12 SPNHC Assessment Committee - Correspondence, 1989
- Box 11 of 12 SPNHC committee members - Correspondence and guidelines on the Collection Forum, general correspondence, 1994-1997
- Box 11 of 12 SPNHC - Ottawa, Canada - Conservation committee, correspondence, and reports, 1996
- Box 11 of 12 Atlantic Geoscience Centre - Correspondence, 1992
- Box 11 of 12 SPNHC Conservation Committee - Correspondence, 1985-1986

- Box 11 of 12 SPNHC Conservation Committee - Correspondence, members list, and reports, 1986-1987
- Box 11 of 12 SPNHC Conservation Committee - Correspondence, reports, members list, and minutes to meeting, 1987-1988
- Box 11 of 12 SPNHC Conservation Committee - Reports, correspondence, list of new members, report of the document subcommittee, draft of the documentation guidelines for the preparation and conservation of biological specimen, and a preliminary list of conservation resources for the care of natural history collections, 1988-1989
- Box 11 of 12 SPNHC Conservation Committee - Preliminary list of research projects, correspondence, proposed activities, meeting agenda, and notes, 1989-1990
- Box 11 of 12 SPNHC Conservation Committee - Correspondence, 1990-1991
- Box 11 of 12 SPNHC Conservation Committee - Draft conservation policy, correspondence, annual report, 1991-1992
- Box 11 of 12 SPNHC Conservation Committee - Correspondence, 1992-1993
- Box 11 of 12 SPNHC Conservation Committee - Correspondence, report from the documentation subcommittee, Annual report, 1992-1993
- Box 11 of 12 SPNHC Conservation Committee - Report and membership directory, 1993-1994
- Box 11 of 12 SPNHC Conservation Committee - Correspondence and summary of discussion, 1995-1997
- Box 11 of 12 SPNHC Conservation Guidelines - Annotated drafts of the guidelines and correspondence, 1992-1994
- Box 11 of 12 SPNHC Conservation Committee publication - "A preliminary list of conservation resources for the care of natural history collections", May 1987
- Box 11 of 12 SPNHC Council Meeting - Agendas, minutes, and notes, 1996
- Box 11 of 12 SPNHC Council Meeting - Minutes, bylaw reports, candidates for council position 1988-1990, and correspondence, 1986-1989
- Box 11 of 12 SPNHC Council Meeting - Correspondence, 1989-1990
- Box 11 of 12 SPNHC Council Meeting - Correspondence, minutes, and members, 1990-1991

- Box 11 of 12 SPNHC Council Meeting - List of members, reports, and correspondence, 1991-1992
- Box 11 of 12 SPNHC Council Meeting - Meeting agenda, annual report, list of SPNHC members, other committee reports, draft budgets, and correspondence, 1992-1993
- Box 11 of 12 SPNHC Council Meeting - Correspondence, 1993-1994
- Box 11 of 12 SPNHC Council Meeting - List of members, 1995-1996
- Box 11 of 12 SPNHC Council Meeting - Correspondence, 1998-1999
- Box 11 of 12 SPNHC Council Meeting - Correspondence, 1999-2000
- Box 11 of 12 SPNHC Documentation Subcommittee - Correspondence, "handbook of paleo-preparation techniques", draft - chapter 3 "record keeping in the field, collection, and laboratory", draft and annotated copies of "the documentation of conservation and preparation treatments of paleontological and geological specimens", 1987-1989
- Box 11 of 12 SPNHC Documentation Subcommittee - Reports, status report, and correspondence, 1995
- Box 11 of 12 SPNHC Education and training committee - Correspondence, 1990
- Box 11 of 12 SPNHC Education and training committee - Valuation and Insurance of Natural History Collection symposium program and correspondence, 1993-1996
- Box 11 of 12 SPNHC Election Committee - Correspondence, 1994-1996
- Box 11 of 12 SPNHC Executive Committee - Agendas, minutes, and correspondence, 1994-1996
- Box 11 of 12 Evaluating Collection Position - Correspondence, 1989
- Box 12
- Box 12 of 12 SPNHC Finance Committee - Correspondence, 1994-1996
- Box 12 of 12 Proposal to IMS collection manager - Correspondence, 1995

- Box 12 of 12 SPNHC Long Range Planning Committee - Correspondence, draft "Serving the long-term interest of natural history collections", 1994-1996
- Box 12 of 12 SPNHC Long Range Planning Committee - Correspondence, report dated November 1994, and list of members, 1994-1996
- Box 12 of 12 SPNHC Membership Committee - Correspondence, 1994-1996
- Box 12 of 12 SPNHC Newsletter - Correspondence, SPNHC Newsletter August 1987:1 (1) and February 1988:2 (1), 1994-1996
- Box 12 of 12 SPNHC - Editorial Policies and Procedures - Draft and annotated copies and correspondence, 1995
- Box 12 of 12 SPNHC - Proposed publications - Outline of topics, budget, and correspondence, 1991
- Box 12 of 12 SPNHC Leadership Manual and correspondence, 1999
- Box 12 of 12 SPNHC Publication Committee - Correspondence, members list and other documents, 1994-1996
- Box 12 of 12 SPNHC Herbarium book and leaflets - Correspondence, 1995
- Box 12 of 12 SPNHC - Stephen L. Williams - Correspondence, 1990
- Box 12 of 12 SPNHC - References and publishers, correspondence granting permission to include words defined in various manuscripts to be published by SPNHC, 1999 [Paisley S. Cato files]
- Box 12 of 12 Health and Safety quotes - Thomson-Shore, 2010-2011 [Susan Butts files]
- Box 12 of 12 SPNHC - Annual Plan, 1996-1997 and 1997-1998; Semi-Annual Report, 1996-1997; Long Range Planning Committee Report, November 1994; and Five-Year Plan - To the year 2000; 1994-1998
- Box 12 of 12 SPNHC Membership flyers
- Box 12 of 12 SPNHC - Membership lists, 1993-2003
- Box 12 of 12 SPNHC - Membership lists, 2004-2009
- Box 12 of 12 SPNHC - Member-At-Large on membership 2008

- Box 12 of 12 SPNHC - Halifax, Nova Scotia, Canada - Yellow sou'wester fisherman's rain hat given out at the meeting, 2000
- Box 12 of 12 SPNHC miscellaneous papers
- Box 12 of 12 SPNHC Membership flyers
- Box 12 of 12 SPNHC - Thank you letters to Linda Hollenberg and Robert Fisher from the Yale Peabody Museum of Natural History, June 13, 2007
- Carolyn Rose Back-up Files
- Box 12 of 12 1995 - SyQuest 5.25" Removable Hard Disk Cartridge - Images - Disk 1: 7152P_001 - 7152P_028 (includes electronic records)
- Box 12 of 12 1995 - SyQuest 5.25" Removable Hard Disk Cartridge - Images - Disk 2: 7152P_028 - 7152P_053 (includes electronic records)
- Box 12 of 12 1995 - SyQuest 5.25" Removable Hard Disk Cartridge - Images - Disk 3: 7152P_054 - 7152P_078 (includes electronic records)
- Box 12 of 12 1995 - SyQuest 5.25" Removable Hard Disk Cartridge - Images - Disk 4: 7152P_079 - 7152P_117 (includes electronic records)
- Box 12 of 12 1995 - SyQuest 5.25" Removable Hard Disk Cartridge - Images - Disk 5: 7152P_118 - 7152P_127 (includes electronic records)